

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 23-041 ANG

OPENING DATE: 5 January 2023 **APPLICATIONS WILL BE ACCEPTED UNTIL:** 11:59PM ON 4 February 2023

POSITION TITLE: Enlisted Accessions Recruiter

AFSC REQUIREMENTS: 8R000

(Trainees Accepted)

SKILL LEVEL REQUIRED: 5 Level in Any AFSC

MINIMUM RANK: E4 **MAXIMUM RANK:** E6

UNIT/LOCATION: 128th Air Refueling Wing, Milwaukee, WI

AREA OF CONSIDERATION: Open to anyone eligible to join the WI ANG AGR program

APPOINTMENT FACTORS

1. Initial tours will be 2 years. Follow-on tour lengths may be from 1 to 6 years per ANGI 36-101.
2. Non AGR Person receiving a federal military retirement or retainer pay are not eligible.
3. Must meet the physical requirements of DAFI 36-2905, prior to being placed on AGR tour.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Must meet all AGR requirements of ANGI 36-101 and AFSC requirements of AFECDD/AFOCD.
7. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101 and obtain TAG waiver approval prior to starting AGR tour.
8. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
9. Hiring of an E-8/9 or O4+ is contingent on controlled grade availability.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECDD.
 - A. Must be able to lift more than 40 LBS
 - B. PULHES: 111321

BRIEF DESCRIPTION OF DUTIES:

Responsible for interviewing, screening, testing and evaluating applicants from various sources to achieve recruiting goals. Assist the RO in the planning and organizing of recruiting activities. Assist the FC in developing a unit recruiting operations plan to include goals and objectives, recruiting activities, advertising and financial planning. Makes oral and film presentations to high school and college classes to establish contact with prospects. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity, or conditions that might result in unfavorable public reaction, to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions. Maintains informational records to enable follow-up contacts with prospective enlistees. Coordinate formal presentations to public service organizations, and other organizations as requested. Conduct recruiting assistance for ANG personnel engaged in recruiting activities whom maybe in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.

Education. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School.

Training. For retention, completion of the recruiter course is mandatory.

Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.

Other.

The following are mandatory: Must be knowledgeable of the organization, mission, and operations of the ANG. Comply with military duty eligibility requirements IAW ANGI 36-101. Possess a valid state driver's license. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must be able to speak clearly and communicate effectively. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier. Completion of the applicable sales training programs within one year of assignment is mandatory.

APPLICATION REQUIREMENTS:

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in the cover letter included in the application.

APPLICATIONS WILL INCLUDE (All documents must be personally identifiable and must include date if required)

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address).
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 20131111 (**must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF.
- ☐ **Current Fitness Report**. Current Fitness report from myFitness in pdf format
- ☐ **AF Form 422** Current (within 12 months), Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a "3", a statement indicating that individual is Worldwide Deployable needs to be submitted.
- ☐ **SF 181-** (Race and Ethnicity Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

NOTE:

1. Failure to provide all the required documents will result in being disqualified.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in being disqualified. Please ensure 34-1 reflects Tour Announcement number and current telephone number.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 Signed by the State Air Surgeon prior to being placed on AGR tour.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to MSgt Kasten at melanie.kasten@us.af.mil or SSgt Donais jennifer.donais@us.af.mil. Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName _#_ JobTitle (i.e. Doe, John_22-001_Personnel)
An email will be sent to confirm receipt of application. Feel free to call Comm (608) 242-3132 or (608) 242-3135 to verify receipt of your application. Applications will not be reviewed before the closing date.

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